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31 AUG 1972

MEMORANDUM FOR: Chief, Special Security Center

SUBJECT : Requirement for Courier and Document Receipts

REFERENCE : Uniform Procedures for Security Control of Non-Compartmented TOP SECRET and Sensitive Compartmented Information

1. The information in this memorandum is furnished in response to your request for individual component comment on a proposal to eliminate from reference the requirement for courier and document receipts in the transmission of TOP SECRET and compartmented material.

2. While it is recognized that the maintenance of receipts on a permanent or semi-permanent basis is counter-productive and of little actual value, it is felt that some form of receipting procedures are necessary to insure that sensitive classified documents reach their destination. Our view might then be described as questioning the need for signed hard copy receipts, but being convinced of the necessity for some form of receipting process.

3. Based on this thinking, we would interpose no objection to the abolition of hard copy receipts, courier or document, as a permanent record of the transmission of documents. Should

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such be eliminated, however, alternative methods must be developed to satisfy the requirements of accountability for such documents when passing from one person or component to another. We envision that the maintenance of proper logs among components, coupled with a less formal procedure for acknowledging receipt of a document, would satisfy this requirement. We also hope for the institution of an automated system for overall Agency document accountability which would embody procedures referent to the transmission of documents within the Agency.

4. In line with the above thinking, we propose amendment to Draft#3 of reference, to revise Paragraph 5 (TRANSMISSION OF DOCUMENTS) as follows:

5. TRANSMISSION OF DOCUMENTS

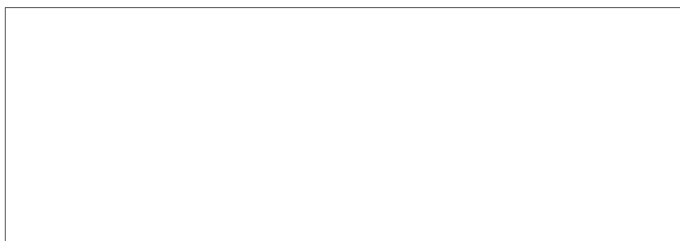
a. TOP SECRET or compartmented intelligence documents may be delivered by any CIA courier service or within the Headquarters Building by any Agency employee accredited for access to the material; this does not apply to summer employees performing messenger duties;

b. Document and Courier Classified Mail Receipts will be used when transmitting TOP SECRET or compartmented intelligence documents outside the Agency. Other accountability procedures may be substituted for the use of such receipts within the Agency, provided that they include acknowledgement by the recipient to the sender of the receipt of the material;

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c. If a document receipt is not returned to the sender or other acknowledgement received within seven days, a follow-up investigation will be initiated by the sender. A period of fourteen days is allowable in this regard when documents are sent outside of the Headquarters area.



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Deputy Director of Security (PTOS)

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OS/IPB/PhySD [redacted] (30 August 1972)

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